

Personnel**Education and Training
Programs****Local Training****POLICY:**

- .01a The Laboratory pays 100% of the tuition and other reasonable costs incurred by employees who take job-required or job-related local training that has been approved by their supervisors. The Laboratory may pay up to 100% of the tuition and other reasonable costs incurred by non-Laboratory employees, including Affiliates and contractors, for job-required local training.

**Compensation for
Training Time:**

- .01b Job-related local training held entirely outside of normal working hours is not considered hours worked. For exempt employees, job-required or supervisor-approved job-related local that falls within the scheduled work hours is considered time worked. For nonexempt employees only, the following is considered worked:

All time spent in job-required local training and
All time spent in job-related local training that is scheduled during work hours or that overlaps work hours when attendance at the training is approved by the supervisor.

See also [AM 401](#).

**DEFINITION OF
LOCAL TRAINING:**

- .02 Local training is participation in a short course, normally held within Los Alamos County, and for which no academic credit is given. The course must be formally planned to meet a specific need, and course content and materials must be designed to achieve stated learning objectives. Other requirements include active student participation and involvement, a plan of instruction, often accompanied by some system for determining the student's assimilation of the material presented, and other characteristics frequently associated with training and development programs.

RESPONSIBILITY:

- .03 Participation in local training courses is the responsibility of the employee. The Training Integration Office advises employees of

Local Training

opportunities and provides general coordination, including

Helping with scheduling

Acting as liaison with the University of New Mexico-Los Alamos and other colleges and educational institutions,

Advertising courses,

Maintaining a general catalog and description of courses, and

Providing a reasonable level of logistical support.

PROCEDURES

- .04 Procedures for tuition reimbursement are described in [AM 405](#).